

PERSONNEL DEFINITIONS FOR REAP CONTRACT LABOR CLASSIFICATIONS, DUTIES AND QUALIFICATIONS

INTRODUCTION

The following describes the skill levels required for the REAP contract. The minimum requirements for each skill level include both experience and educational qualifications. A year of experience must consist of 12 months in order to be given credit for the relevant experience. Experience/Qualifications may be substituted as follows:

EXPERIENCE/QUALIFICATIONS SUBSTITUTIONS

- 1) Any combination of years of relevant experience in the proposed field of expertise plus full-time college level study in the particular field totaling four years (i.e. 48 months) will be an acceptable substitute for a Bachelor of Science (B.S.) degree.
- 2) A B.S. degree plus any combination of additional years of relevant experience and graduate level study in the proposed field of expertise totaling two years (i.e. 24 months) will be an acceptable substitute for a Master of Science (M.S.) degree.
- 3) A B.S. degree plus any combination of additional years of relevant experience and graduate level study in the proposed field of expertise equivalent to a Masters Degree plus two years (i.e. 24 months) of either additional experience or graduate level study in the proposed field or expertise will be an acceptable substitute for a Doctor of Philosophy (Ph.D.) degree.
- 4) Additional years of graduate level study in an appropriate and related field will be considered equal to years of experience on a one-for-one basis.
- 5) For the technician categories, each completed year of full-time college level study will be considered to be a year of practical experience.

PROFESSIONAL LABOR CATEGORIES

REAP TEAM MANAGER
QA/QC COORDINATOR
SENIOR CHEMIST
CHEMIST
JUNIOR CHEMIST

TECHNICIAN LABOR CATEGORIES

LABORATORY TECHNICIAN
DATA TECHNICIAN
CLERICAL
CORPORATE OFFICE

CLASSIFICATIONS, DUTIES, AND QUALIFICATIONS

LEVEL OF PROFESSIONAL KNOWLEDGE AND EXPERIENCE

Plans, conducts, and supervises projects of major significance, necessitating advanced knowledge and the ability to originate and apply new and unique methods and procedures. Supplies technical advice and counsel to other professionals. Generally operates with wide latitude for unreviewed action.

Typical Title: Project Leader, Chief Engineer

General Qualifications: Ph.D. degree or equivalent and at least 10 years of appropriate laboratory and management experience.

REAP TEAM MANAGER

DUTIES - Responsible for supervising REAP staff and for maintaining technical integrity and financial accountability in the performance of all assigned REAP activities in accordance with government-issued TOs. Responsible for interfacing with responsible REAP PO and/or CO in all contract performance matters; planning and overseeing work in response to government-issued TOs; submitting all required reports; and resolving any technical, performance, management, and personnel problems.

QUALIFICATIONS/EXPERIENCE - Ph.D. degree in chemistry or a related field and 10 or more years of experience as an analytical chemist or analytical laboratory manager or section supervisor, with extensive knowledge of analytical and data review procedures and direct experience managing and supervising large projects of a similar nature. Excellent verbal and written communications skills are mandatory.

LEVEL OF PROFESSIONAL KNOWLEDGE AND EXPERIENCE

Under the general supervision of project leader, plans, conducts and supervises assignments normally involving smaller, less complex projects. Estimates and schedules work to meet completion dates. Directs assistance, reviews progress and evaluates results; makes changes in methods, design, or equipment where necessary. Operates with some latitude for unreviewed action or decision.

Typical Title: Project Engineer, Group Leader

General Qualifications: M.S. degree or equivalent and at least six years of relevant experience.

QA/QC COORDINATOR

DUTIES - Responsible for developing, implementing, and documenting an effective QA/QC program for REAP work. Administers and coordinates a program of in-house audits to ensure quality of all aspects of laboratory performance. Reviews organic and/or inorganic data; reviews QA project and/or program plans. Interacts with the REAP PO or his designee to ensure TO and contract QA/QC objectives are met.

QUALIFICATIONS/EXPERIENCE - M.S. degree in chemistry and at least six years of experience as an analytical chemist with extensive knowledge of analytical and data review procedures. A working knowledge of environmental sampling field operations is required. At least one year of laboratory management/supervision experience. Experience in planning and implementing a formal QA/QC program (knowledgeable of the current EPA QA/QC guidance documents), and a working knowledge of the principles of organic and inorganic analytical chemistry, computer applications, and statistics. Clear verbal and written communication skills are required.

SENIOR CHEMIST (Specifies both organic and inorganic)

DUTIES - (1) Responsible for supervising organic analysis staff in performing sample preparation and extraction, HPLC, GC, and GC/MS, and other organic analytical techniques;

assuring quality and timeliness of data production; assuring adherence to specifications of analytical methods; and resolving most analytical problems: and/or (2) Senior GC/MS operator responsible for expert interpretation of mass spectra: and/or (3) Senior GC chemist, expert in the separation of organic compounds: and/or (4) Responsible for supervising inorganic analysis staff in performing sample preparation and atomic absorption (AA) and ICP analyses; assuring quality and timeliness of data products; assuring adherence to specifications of analytical methods and Regional SOPs; and resolving most analytical problems: and/or (5) Responsible for the analysis of samples for elemental constituents using AA, ICP spectrometry, ICP/MS, X-RF, and/or other specified techniques in accordance with designated analytical methods and QA/QC procedures: and/or (6) Expert in data interpretation: and/or (7) Responsible for preparation and review of analytical data reports: and/or (8) Responsible for all quality control procedures and requirements, and for Quality Assurance of analytical data: and/or (9) Supervises performance of on-site field analytical analyses in accordance with Regional protocols.

QUALIFICATIONS/EXPERIENCE - M.S. degree in chemistry and at least six years of combined experience in all facets of organic analysis such as: sample extraction and preparation, GC and GC/MS analysis and interpretation, QA/QC procedures, and data review and validation: and/or an M.S. degree in chemistry and at least six years of experience in analytical chemistry, of which at least three years of experience must be directly related to inorganic analysis using AA and/or ICP and/or ICP/MS and/or X-RF, data interpretation, and data review and validation. Clear verbal and written communication skills are required. If assigned a supervisory role, a minimum of two years of laboratory supervisory/management experience is required.

LEVEL OF PROFESSIONAL KNOWLEDGE AND EXPERIENCE

Under supervision of senior or project leader, carries out assignments associated with projects. Translates technical guidance received from supervisor into usable instruction applicable to the particular assignment and coordinates the activities of juniors or technicians. Work assignments are varied and require some originality and ingenuity.

Typical Title: Engineer, Analyst

General Qualifications: B.S. degree, or equivalent, and at least three years of applicable experience.

CHEMIST (Specifies both organic and inorganic)

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DUTIES - (1) Responsible for sample extraction and preparation, including quality control procedures and record keeping, and glassware preparation: and/or (2) Responsible for quantitative analysis of samples for organic constituents by GC with multiple detectors and GC/MS in accordance with designated analytical methods and QA/QC procedures: and/or (3) Responsible for preparation and quantitative analysis of samples for elemental constituents using AA, ICP spectrometry, ICP/MS, X-RF, and/or other specified techniques in accordance with designated analytical methods and QA/QC procedures. (4) Responsible for instrument operation, tuning, trouble-shooting, and equipment maintenance and minor repairs: and/or (5) Responsible for preparing and reviewing analytical data reports: and/or (6) Performs on-site field analytical analyses in accordance with Regional protocols.

QUALIFICATIONS/EXPERIENCE - B.S. degree in chemistry and at least three years of experience in extraction and analysis of organics by GC and GC/MS, including sample preparation and data interpretation: and/or B.S. degree in chemistry and at least three years of experience in analysis of inorganics by AA, and/or ICP, and/or ICP/MS, and/or X-RF, including sample preparation and data interpretation. Clear verbal and written communication skills are required.

LEVEL OF PROFESSIONAL KNOWLEDGE AND EXPERIENCE

Lowest or entering professional classification. Works under close supervision of senior or project leader. Gathers and correlates basic data and performs routine analyses. Works on less complicated assignments where little evaluation is required. Implements corrective actions, as directed by senior personnel.

Typical Title: Junior, Associate

General Qualifications: B.S. degree or equivalent

JUNIOR CHEMIST (Specifies both organic and inorganic)

DUTIES - (1) Sample extraction and preparation duties, including quality control procedures and record keeping, and glassware preparation: and/or (2) Analysis of samples for organic constituents by GC and/or GC/MS and other techniques in accordance with designated analytical methods and QA/QC procedures: and/or (3) Sample preparation duties, including quality control procedures and record keeping, and glassware preparation: and/or (4) Analysis of samples for elemental constituents using AA, ICP spectrometry, ICP/MS, and X-RF in accordance with designated analytical methods and QA/QC procedures: and/or (5)

Instrument operation, tuning, trouble-shooting, and equipment maintenance and minor reports.

QUALIFICATIONS/EXPERIENCE - B.S. degree in chemistry with experience in analysis of organics by GC and GC/MS, including sample preparation and data interpretation; and/or B.S. degree in chemistry with experience in analysis of inorganics by AA, and/or ICP and/or ICP/MS, and/or X-RF, including sample preparation and data interpretation. Clear verbal and written communication skills are required.

LEVEL OF TECHNICIAN KNOWLEDGE AND EXPERIENCE

Performs assignments which are normally standardized. Operates testing or processing equipment of moderate complexity. May construct components or subassemblies of prototype models. May troubleshoot malfunctioning equipment and make simple repairs. Extracts and processes test data.

Typical Title: Technician

LABORATORY TECHNICIAN

DUTIES - (1) Under the direction of Senior Organic and/or Inorganic Chemist(s), performs sample preparation and extraction for organics analysis; and/or sample preparation/digestion for inorganics analysis. (2) Provides general support to analytical activities in the form of preparing glassware for sample collection and sample preparation/extraction per approved procedures; checking laboratory water systems using conductivity, pH, titration, or other specified tests; calibrating balances, pipets, or other general use equipment; monitoring temperature zones used for sample and chemical storage and sample preparation; inventorying supplies, chemicals, and standards; and providing assistance to lab waste management. (3) Provide general support in the electronic processing of environmental data.

QUALIFICATIONS/EXPERIENCE - High School diploma and at least two years of experience in sample preparation and sample extraction for organics analysis and/or digestion for inorganics analysis and in general support to analytical activities. Clear verbal and written communication skills are required.

DATA TECHNICIAN

DUTIES - Responsible for performing manual and computerized sample and data management tasks, including receipt, logging in, custody, tracking, transmittal, and updating

ATTACHMENT B

of REAP samples and analysis data. Responsible for using EPA-provided REAP software for the purpose of transferring environmental data to EPA Region VII.

QUALIFICATIONS/EXPERIENCE - High School diploma and at least two years of scientifically-related data entry experience, including experience with word processing and computerized data entry. Clear verbal and written communication skills are required.

CLERICAL

DUTIES - Responsible for word processing, typing, faxing, photocopying documents and providing other clerical support as needed. Assisting data and/or laboratory technicians in data/sample management tasks.

QUALIFICATIONS/EXPERIENCE - High school diploma and experience with computer reports, data entry, filing procedures and general office requirements. Clear verbal and written communication skills are required.

CORPORATE OFFICE

DUTIES - Perform bookkeeping, accounting, scheduling, tracking, coordination and other support functions as required and/or needed in support of the contract.

QUALIFICATIONS/EXPERIENCE - High school diploma and at least two years experience with general accounting and bookkeeping procedures, project scheduling, tracking, and coordination, and other office and project management procedures.